

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MAPPING DIVISION MANAGER
CLASS CODE: 2099
EFFECTIVE DATE: 12/9/03
MARKET POINT: Based on applicable market study

DEPARTMENT: *Public Works*

JOB SUMMARY

Under general direction, supervises, plans, coordinates, and directs the activities of the Mapping Division of the Public Works Department.

CLASS CHARACTERISTICS

This is a division manager classification level.

ESSENTIAL FUNCTIONS

Manages and coordinates all projects of the Mapping Division of the Public Works Department relating to mapping and data generation activities including documentation, design, maintenance, and enhancement of GIS information to meet the needs of the public, other government agencies, and various County departments.

Coordinates surveying project calculation, mapping and description preparation.

Supervises, coordinates, directs, and trains Public Works employees performing mapping, data generation, and surveying project activities.

Develops and implements goals, objectives, policies, procedures and work standards for the division.

Makes staffing decisions within the Mapping Division including hiring, training, performance evaluations, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation with the Mapping Division.

Assists in the preparation of the division budget and monitors the division purchase orders and expenditures.

Prepares conference reports and makes technical presentations; writes documentation on procedures and standards.

Designs and produces official County maps and other graphic products using GIS, CAD and other computer programs, including the preparation and publishing of the County Atlas.

Prepares confidential information used by the County including use in civil and criminal litigation.

Develops specific applications and mapping tools for the Public Works Department in AML and Visual Basic for Applications to produce maps.

Enters geographic information, produces reports, enhances existing programs, and analyzes geographic data.

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Captures data in different formats using global positioning system equipment and other means.

Performs high level technical work in database design and implementation; reviews geographic data to determine accuracy and usability.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in advanced reading, writing, and math; Knowledge of Windows operating systems, UNIX, Oracle, ArcView, AutoLISP, Avenue, AutoCad, ArcGIS, AML, Access, and other related GIS products; Knowledge of Civil Engineering, drafting, cartography and surveying techniques; Ability to utilize and program geographic information systems to create detailed maps; Knowledge of project leadership techniques; Knowledge of supervisory techniques and management procedures; and Ability to clearly explain technical information and present related training to other county employees.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury when conducting field work.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelors Degree in geography, cartography, GIS, or closely related field; and five (5) years work experience utilizing ESRI products (ArcInfo, ArcGIS, and ArcIMS), project management tools or other equivalent mapping products including two (2) years work experience in a supervisory capacity.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive.

Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.